

**\*USAF Declass/Release Instructions On File\***

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DEPARTMENT OF THE AIR FORCE  
1130TH AEROSPACE TECHNICAL DEVELOPMENT  
AND TRAINING GROUP  
Edwards Air Force Base, California 93523

ATTG Reg 11-3

13 October 1969

**Administrative Practices**

**TRAVEL REQUEST AND AUTHORIZATION**

This regulation establishes a procedure for requesting and authorizing TDY travel, and maintaining control of the costs of such travel.

1. Policy. The provisions of this regulation are applicable to all squadron personnel and will be complied with prior to the commencement of any official travel.

2. Responsibilities.

a. The Commander, Deputy Commander or the Director of Support may approve travel. In the absence of the above, the Acting Commander will have this authority.

b. It will be the responsibility of the section supervisors to insure that a Travel Request and Authorization Form is submitted to the Director of Support for personnel under his supervision.

3. Procedures.

a. When it is determined that an individual is required to perform official TDY travel, the traveler will complete Section I of the Travel Request and Authorization Form, and submit the form to his supervisor. Forms are available in the Finance Office. An example of a completed form is attached.

b. The supervisor will concur with the request for travel and travel provisions by signing the request and forwarding it to the Director of Support where travel arrangements will be made and the necessary coordination accomplished with squadron components. When travel requirements are known, requests will be forwarded to the Director of Support five days prior to date of travel to insure sufficient time to make travel arrangements and to complete administrative requirements.

c. No official funds will be advanced until this form is completed.

d. The form will be used to cover all TDY travel, domestic and foreign.

Supersedes WRSP-IV Reg 11-3, 17 Feb 69. (For summary of revised, deleted, or added material, see signature page.)

OPR: D/Spt

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e. The Travel Request and Authorization Form is self-explanatory with the exception of two items:

(1) Special Provisions: Rental of automobiles, excess baggage above 44 pounds, domestic allowance and 66 pounds foreign, and certain other unusual requirements.

(2) Authority: Quote Headquarters message (including IN number and date) or local directive from the Commander.

*R. A. Schamber*

R. A. SCHAMBER, Colonel, USAF  
Commander

1 Atch  
Travel Request and Authorization  
Form (example)

Summary of revised, deleted, or added material Organizational designation changed.
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EXAMPLE ONLY

ATTG Reg 11-3

S E C R E T  
(When Filled In)

## TRAVEL REQUEST AND AUTHORIZATION

SECTION I	REQUEST
NAMES (For additional space use reverse side) <u>John P. Quick</u>	
PURPOSE: Attend conference - Los Angeles	
DATE OF TRAVEL: Begin o/a 1 March 69      End o/a 15 March 69	
ITINERARY: Lancaster/Los Angeles/Lancaster	
MODE OF TRAVEL: COMAIR <u>X</u> MILAIR _____ POV _____ GOV'T AUTO _____ OTHER (Specify)	
SPECIAL PROVISIONS: Rental Auto - excess baggage (50 lbs)	
AUTHORITY: _____ MSG number, etc.	
REQUESTING OFFICIAL (Supervisor) I concur with this travel and the travel provisions requested.      Signature _____ Date _____	
SECTION II	AUTHORIZATION
REMARKS/EXCEPTIONS _____	
APPROVED/DISAPPROVED _____	
Signature/Title _____	
SECTION III	FINANCE
Estimate Cost \$ _____ Travel Order # _____ FY _____	

S E C R E T  
(When Filled In)

Attachment 1

EXAMPLE ONLY